



## ERIE COUNTY

# REQUEST FOR PROPOSAL (RFP) TO PROVIDE COMMUNICATIONS TECHNICIAN TRAINING (COMT)

RFP #1212VF

April 24, 2013

**Daniel J. Neaverth Jr.**  
**Department of Emergency Services**  
**Public Safety Campus**  
**45 Elm St.**  
**Buffalo, New York 14203**

**COUNTY OF ERIE, NEW YORK**  
**REQUEST FOR PROPOSALS (“RFP”)**

**RFP# 1312VF**

**To provide a Communications Technician (COMT) training course, using the Department of Homeland Security, Office of Emergency Communications curriculum.**

**I. INTRODUCTION**

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified Contractors interested in providing provide a Communications Technician (COMT) training course, using the Department of Homeland Security, Office of Emergency Communications curriculum.. Proposers interested in [providing/serving as] a contractor are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

**II. PROPOSAL PROCEDURES**

**A. ANTICIPATED SCHEDULE OF PROPOSAL**

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP: April 25, 2013

Proposals Due: May 31, 2013

Selection Made: June 14, 2013

Contract Signed: Following all necessary County approvals

## **RFP Response**

Proposals should be typed and submitted on 8.5 by 11 inch paper and bound securely. Use the following organization for the proposal:

1. Introduction/Cover Letter
2. Organizational Capabilities
3. Staff Qualifications
5. Experience/References
6. Project Schedule
7. Response to Requirements
8. Cost Summary and detailed breakdown of items as requested in specification
9. Any additional material or brochures

## **General Proposal Requirements**

Introduction/Cover Letter. State the full name and address of your organization, including the name, address and telephone number of the person in your organization who has the primary responsibility for developing this proposal and to whom technical questions can be addressed.

Organization Capabilities. Provide an overview of the firm and the kinds of projects you have provided consultant services for.

Staff Qualifications. Proposals shall identify each member of the consultant's staff who would be assigned to work on this project and the role they will be performing. A resume stating the background and qualifications of each individual named should be attached. Particular attention shall be given to the individual named as the project coordinator.

Experience/References. Proposals shall include a description of the firm's overall experience in handling projects similar in character or scope to this project. A list of references of similar projects from at least three different projects, including the customer name, address, project value, telephone number and contact person shall be included in the proposal. The County expects to contact the references listed to determine the quality of work performed and personnel assigned to the project. The results will be provided to the evaluation team and used in scoring the proposals.

Project Schedule. As part of this proposal the vendor must submit a proposed project schedule. The vendor must identify all assumptions and constraints on which the project schedule is based. Prepare an estimate of hours for the project.

Requirements. The following requirements must be addressed in the project description and schedule.

- Provide an explanation of your understanding of the tasks believed to be necessary to accomplish the objectives outlined in the RFP.
- Discuss the overall approach the consultant proposes to use with this project.
- Demonstrate a working knowledge of current state-of-the-art and legacy public safety radio systems and how they interoperate.

- Describe the firm's engineering practices and ability to understand and develop coverage test methodology and interpret test results.
- Illustrate firm's simulcast radio system design experience.
- Demonstrate experience in assessing municipal narrowband compliance.
- Describe experience working with frequency coordination bodies and FCC filing preparation

### **Cost Proposal**

We expect the proposal to contain an estimate of cost for the project as described in the general requirements described below

### **Proposal Selection**

Accepted proposals will be reviewed by an Evaluation Committee and scored against the stated criteria. This scoring will determine the ranking of consultants based upon their written proposals and references. If the team determines that it is in the best interests of the County to require oral presentations, it will invite the highest ranking vendors to make such presentations. The final ranking will be based upon the total scores including the oral presentations.

Proposals will be evaluated based on a weighted point system as identified below.

The County reserves the right to reject any or all proposals received.

1.	Overall Approach to the Project	5
2.	Qualifications of Firm and Staff	10
3.	Experience	10
4.	Project Schedule	20
5.	Scope of Work	30
6.	Cost	20
7.	References	5
Total Points		100

### **Lead Agency**

The Erie County Department of Emergency Services is the point of contact for all matters concerning this request for proposals and any contract awarded as a result of this award, based on Erie County Legislative approval.

### **Independent**

The firm must be independent and not engaged in or associated with the business of selling, servicing or renting radio communications equipment. Respondents must clearly certify the independence of the consultant as part of the proposal response.

## **SERVICES TO BE PROVIDED:**

The Erie County Department of Emergency Services is seeking to contract with a vendor to provide a Communications Technician (COMT) training course, using the Department of Homeland Security, Office of Emergency Communications curriculum. It is anticipated that will be held at the Erie County Fire Training and Operations Center, located at 3359 Broadway, Cheektowaga, NY 14227

### **Background**

Through the Office of Emergency Communications/Interoperable Communications Technical Assistance Program (OEC/ICTAP), the All-Hazards Communications Technician (COMT) course provides DHS approved National Incident Management System (NIMS) compliant Communications Technician (COMT) instruction to ensure that every state/territory has trained personnel capable of providing communications technical assistance to on-scene emergency response professionals during a multi-jurisdictional response.

The COMT course is intended to train federal, state, local, and tribal emergency response professionals and coordination/support personnel on practices and procedures common to radio communication technicians during all-hazards emergency operations. This course helps communications technicians work within the Incident Command System (ICS) organizational structure.

### **Specifications**

- All instructors must be U.S. Department of Homeland Security Office of Emergency Communications (DHS OEC) and Federal Emergency Management Agency (FEMA) -approved, and has provided this training to practitioners before.
- The instructors must use the curriculum approved by the DHS OEC and FEMA.
- Your company must provide students with all course materials (workbooks, CDs, exercises, exams, and administrative support).
- Upon successful completion of COMT Training, your company will provide all students who successfully complete the training with approved certificates from DHS OEC and the FEMA National Emergency Training Center (NETC).
- **Training must be completed by November, 2013.**

## **A. TRAINING REQUIREMENTS**

The selected vendor will be required to provide the following for each training course:

1. Provide the Erie County an All-Hazards Communications Technician (COMT) training course version 2.0 (or the most recent approved version) using the Department of Homeland Security, Office of Emergency Communications curriculum for 15-20 students

2. Each session will be at a minimum consisting of five (5) days of eight hour/day sessions (totaling 40 hours) in duration to be conducted by COMT certified instructors.
3. All COMT printed course material plus any power point presentation will be provided to each student. CDs with all materials, including supplemental information will also be supplied to each student.
4. Each student will also receive detailed instructions on completing the related COMT Task Book requirements.
5. Each successful student completing the course will receive a DHS OEC Course Completion Certificate as coordinated by the course administrators with DHS OEC and FEMA National Emergency Training Center.

## **B. GENERAL REQUIREMENTS**

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. Proposals shall be limited to (15) pages.
2. One (1) original and 5 copies shall be submitted. Proposals MUST be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

Gerard Whittington Jr.  
Department of Emergency Services  
45 Elm St.  
Buffalo, NY 14203

**All proposals must be delivered to the above office on or before May 31, 2013 at [12:00] p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.**

4. Requests for clarification of this RFP must be written and submitted to Gerard Whittington Jr. at 45 Elm St. Buffalo, NY 14203 no later than 3:00 pm on May 17, 2013. Formal written responses will be distributed by the County on or before June 30, 2013. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.

5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.

**All proposers submitting proposals must include a cost proposal in a separate sealed envelope clearly labeled with the proposer name, due date of proposal, proposal name ("Communications Technician Training RFP #1312VF") and Cost Proposal.**

**SCHEDULE "A"**

**PROPOSER CERTIFICATION**

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

\_\_\_\_\_  
*Proposer Name*

By: \_\_\_\_\_  
*Name and Title*



## SCHEDULE "B"

### STANDARD INSURANCE PROVISIONS

#### County of Erie Standard Insurance Certificate

LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.



<b>I Insured</b>		<b>III Companies Affording Coverages</b>
Name	Address	<b>A</b>
Zip	Phone No.	<b>B</b>
<b>II Issuing Agency</b>		<b>C</b>
Name	Address	<b>D</b>
Zip	Phone No.	

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
Company Letter - from III above	<b>1. General Liability</b> <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage  <b>OR</b> <input type="checkbox"/> Combined Single Limit		
	<b>2. Automobile Liability</b> <input type="checkbox"/> Comprehensive Form <b>OR</b> <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage <b>OR</b> <input type="checkbox"/> Combined Single Limit		
	<b>3. Excess Liability</b> <input type="checkbox"/> Umbrella Form <b>OR</b> <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property  Damage Combined \$ _____  Self Insured Retention \$ _____		
	<b>4. Worker's Compensation &amp; Employer's Liability Disability Benefits</b>			Statutory  Statutory		
	<b>5. Other</b> <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail \_\_\_\_\_ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>VIII. Name and Address of Certificate Holder &amp; Recipient of Notice:</b> County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	_____
	Auth. Representative	_____
	Firm name & address	_____
		_____

<b>FOR COUNTY USE ONLY:</b>	Name of County Dept. Requesting Certificate	_____
	Purchase Order or Contact Number	_____
	Vendor Insurance Classification	_____

## INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

- I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.
- II. CERTIFICATES OF INSURANCE
  - A. Shall be made to the "County of Erie, Dept. of Law, Suite 300, 69 Delaware Ave., Buffalo, N.Y. 14202."
  - B. Coverage must comply with all specifications of the contract.
  - C. Executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.
- III. Forward the completed certificate to : County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.
- IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Comp. Gen. Liab.	\$1,000,000	\$500,000 CSL	\$500,000 CSL	\$1,000,000	\$500,000 CSL	\$1,000,000	\$500,000 CSL
- Prem. & OPS	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Prods. & Comp. OPS	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Independ. Contract.	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Contractual	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Broad Form P.D.	INCLUDE	Note: Comprehensive Form Not Required					See note below
- X.C.U.							
- Personal Injury			INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Liquor Law				INCLUDE	see note below		
- Host Liquor							INCLUDE
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
- Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
- Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess Umbrella Liab.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	see note below						see note below
Worker's Compensation & Employers Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	
Professional Liab.			\$1,000,000				
Erie County To Be Named Add'l Insd. On	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

\* Construction contracts require excess Umbrella Liability limits of \$3,000,000.

\*\* Snow removal contracts require evidence of broad form property damage.

\*\*\* In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

\*\*\*\* Transportation of people in buses, vans or station wagons requires \$3,000,000 excess liability.

NOTE: Workers Compensation & Employers Liability plus NYS Disability Benefits does not apply to self employed individuals.

V. In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

VI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.